

ADMINISTRATIVE - INTERNAL USE ONLY

3 May 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 3 May 1984 (U)

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period. (U)

2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

a. Quality of Life: Installation of the new running track and Durathon rubber sports surface for the gymnasium and locker rooms has begun. This project will take approximately two weeks to complete. (U/AIUO)

b. Headquarters Map Murals: Restoration of the historic city maps in the first floor Headquarters elevator wells is being undertaken with the assistance of personnel from the Cartography and Design Group, Office of Current Production and Analytic Support, DDI. Negatives from the Paris map were retrieved from Archives and appropriate sections were sent to Printing and Photography Division for processing. The General Services Administration Paint Shop will be replacing forty-five 30" x 40" panels on this map which is located in the 1B corridor of Headquarters. Current Production and Analytic Support volunteers will attempt to remove paint spots from the Rome map, located in the 1D corridor of Headquarters. (U/AIUO)

c. Courier Receipt System - Mail and Courier Branch, OL: The Mail and Courier Branch, OL is exploring the various alternatives to the present courier receipt system. The Acting Chief, Mail and Courier Branch, met with the Records Management Officers from each of the directorates to discuss possible changes. A representative from Wallace Computer Services presented a proposal for a bar-code receipt form. Further meetings will be held to continue to explore alternatives and assure that all Agency requirements in this matter are considered. (U/AIUO)

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d. Day Care Center: Preliminary construction cost estimates ranging from \$869,000 to \$1,077,000 for the proposed Day Care Center have been developed. Alternate locations on the Headquarters compound are being explored. (U/AIUO)

e. LIMS: Booz-Allen and Hamilton (BAH) is in the process of finalizing its design approach for the first work package which is scheduled to become operational in February 1985. Drafts of the work package documentation will be delivered to the LIMS team 9 May for government review and comment. Upon completion of this review, BAH will be asked to make any changes deemed necessary by the government and finalize the documentation. This documentation will then be used to conduct the Critical Design Review which is scheduled to begin on 11 June 1984. (U/AIUO)

f. ETECS Center Renovation: The renovation of the Printing and Photography ETECS Center in room GJ-56, Headquarters, began on 25 April 1984. This renovation was necessary because of a joint initiative by the Printing and Photography Division and the Office of Current Production and Analytic Support for a major ETECS hardware/software upgrade for increased support for the publication of the National Intelligence Daily and the President's Daily Brief. The contracts are moving rapidly, with an expected completion date of 25 May. The new ETECS upgrades are expected to be operational within 30 days of the completed construction date. (U/AIUO)

g. Family Visitation Day Support: Approximately 2,000 people viewed the 20 minute program in the Headquarters Auditorium during the Family Visitation Day. Over 300 people toured the Auditorium Video Recording Room, and more than 100 Printing and Photography Division, OL, employees/families toured the Printing and Photography Building. (U/AIUO)

h. Upward Mobility Program: At the Upward Mobility Program, held on 27 April 1984, Printing and Photography was one of the more popular areas of interest. Approximately 14 percent of the fifty program applicants were interviewed for the Printing and Photography General position. (U/AIUO)

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3. Significant Events Anticipated During the Coming Week:

None. (U/AIUO)

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Daniel C. King *for*.

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